



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 4026.1A
SUB7
16 Aug 1995

AIR STATION ORDER 4026.1A

From: Commanding General
To: Distribution List

Subj: OPERATING PROCEDURES FOR THE AUTOMATED FUEL MANAGEMENT
SYSTEM

Ref: (a) AirStaO 10340.1214

1. Purpose. This Order is published to provide policies and procedures pertaining to the operation and use of the Automated Fuel Management System located at Tank Farm C.

2. Cancellation. AirStaO 4026.1.

3. Scope. This Order is applicable to all personnel administering or operating commercial military motor vehicles aboard this Air Station.

4. Information

a. The Automated Fuel Management System is capable of continuous and unattended operation and is a fully automated, stand-alone, user-oriented, dial-up system, which controls and records the dispensation of fuels. Access to products shall be restricted to operators who have valid keys and who perform a predetermined series of data entry operations to gain access to the dispensed products. The system is able to survive power failure of up to one month without loss of data and can automatically reset its own parameters upon restoration of power. The system permits manual entry of any and all data which it is designed to collect, and in the event of system failure, can provide manual override of each pump.

b. The Automated Fuel Management System controls polling of each key header for fuel usage data collection. The associated software maintains the fuel access database as well as generates daily and monthly fuel reports. The system verifies the key access number and fuel type selection against the fuel access key database. It limits the amount of fuel dispensed based on quantity limits specified for the vehicle associated with a given key as well as monitoring vehicular odometer readings and employees' identification numbers. The transactions are stored in the Fuel Sentry until the Central Controller automatically requests the transfer of the information. From this data the Central Controller reports to the operator on total fleet fuel consumption, mileage,

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etc. Transaction lists are printed daily and may be sorted in several sequences.

c. Hours of operation: Twenty-four hours except 0800-0815 (Monday-Friday), closed for inventory.

5. Summary of Revision. This revision contains major and minor administrative changes. The major changes are as follows:

a. The reference paragraph is updated on page 1 to read AirStaO 10340.12A.

b. Paragraph 4c on page 2 has been added to incorporate Change 1 and identify the hours of operation.

c. Paragraph 6a on page 2 has been revised to delete the dispensing of regular gasoline and add the responsibility of maintaining the secondary Central Controller to the Fuel Department.

d. Note (1) on page 3 has been revised to identify the Fuel Department at extension 6-3153 for notification when an access key is lost.

e. Paragraph 6e on page 3 has been revised to identify the location of Tank Farm A on 6th avenue between "C" and "D" streets and to identify the Fuel Department at extension 6-3942 as point of contact for issuance of memory keys to units or activities aboard the Air Station due to an exercise.

f. The distribution paragraph on page 4 has been revised to identify code changes.

6. Responsibility

a. Supply Directorate, Fuel Department. In accordance with procedures described in the reference, the Fuel Department is responsible for the procurement, receipt, storage, inventory and dispensing of unleaded gasoline and diesel fuel in support of Marine Corps Air Station, Cherry Point. The Fuel Department is also responsible for the inventory and management of operations of the Automated Fuel Management System. In coordination with the Supply Directorate Planning and Administrative Department, Systems Division, the Fuel Department will maintain the primary and secondary Central Controllers, monitor and manage the three fuel sentries, determine parameters to be set in the memory keys, maintain the key encoder database, and make and issue memory keys as needed. The Fuel Department will report all problems with the system to the Planning and Administrative Department, Systems Division at extension 6-6963 or 6-3873.

b. Supply Directorate, Planning and Administrative Department, Systems Division. The Systems Division will monitor the system, change system parameters, perform maintenance checks, make repairs or call repair contractor, coordinate with contractor regarding system modification, perform system modification as required and assist personnel with user oriented problems. The Systems Division will be responsible for implementing upgrades to the system. The Systems Division will also maintain spare parts kits and replace major components as needed or coordinate replacement of major components with the manufacturer.

c. Driver Operator. Time factors have been set into the system, therefore, driver operators should ensure that they know their odometer mileage reading upon entering the Tank Farm C area. The following steps will be taken to receive fuel from the Automated Fuel Management System at Tank Farm C:

- (1) Know the vehicle odometer mileage reading that you are going to pump fuel into.
- (2) Insert key.
- (3) Enter odometer mileage reading and punch enter.
- (4) Enter pump number corresponding to the sentry you are using and push enter.
- (5) Pump your fuel.
- (6) Hang-up the hose when you are through pumping fuel and remove your key.

NOTE: (1) If an access key is lost, notification should be made immediately to the Fuel Department at extension 6-3153.

(2) Oil will be issued by the Motor Transportation Department at Building 160.


d. Systems Failure. From time to time, as with all systems, it is anticipated that a system failure may develop. During a systems failure, fuel will be issued manually at Tank Farm A. Report all systems failures to the Fuel Department, extension 6-3942/3153, during working hours. After working hours report to Tank Farm A, extension 6-5022.

e. Visiting Vehicles. Visiting commercial military vehicles that require fuel will be serviced manually at Tank Farm A located on 6th avenue between "C" and "d" streets. Any unit or activity that will be aboard the Air Station for an extended length of time, should contact the Fuel Department, extension 6-3942, for the issuance of a memory key for each vehicle. Operators will ensure that the key is turned in to the Fuel Department upon completion of duty.

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f. Issuance of Fuel For Lawn Mowers. No fuel will be issued into a fuel can for use in lawn mowers or for any other reason. Fuel for lawn mowers will be issued by the Facilities Directorate, Facilities Maintenance Department at Building 96.


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